

**PUBLIC INFORMATION & COMMUNICATION SERVICES (PICS)  
NIH - TASK ORDER**

**RFTOP#:** 172

**TITLE:** Research Planning and Dissemination, NIDA, OSPC

**PART I - REQUEST FOR TASK ORDER (TO) PROPOSALS**

**A. POINT OF CONTACT NAME:**

Debra C. Hawkins, Contracting Officer, Procurement Section, COB, DEA, NHLBI, Phone: (301) 435-0367, Fax: (301) 480-3345, Email: [Hawkinsd@nhlbi.nih.gov](mailto:Hawkinsd@nhlbi.nih.gov)

**Proposal Address:**

Procurement Section, COB, DEA  
National Heart, Lung, and Blood Institute  
National Institutes of Health  
Rockledge Building 2, Suite 6042  
6701 Rockledge Drive  
Bethesda, Maryland 20892-7902

**Billing Address:**

Accounts Payable, OFM, NIH  
Building 31, Room B1B39  
Bethesda, Maryland 20892-2045

**B. PROPOSED PERIOD OF PERFORMANCE:** Two (2) years from date of award.

**C. PRICING METHOD:** Cost plus Fixed Fee pricing method is desired. The estimated level of effort for each year is as follows:

Labor Category	Direct Labor Hours	
	Year One	Year Two
Project Director	2,000	2,000

Senior Policy Specialist/Analyst	1,880	1,880
Meeting/Conference Coordinator	1,600	1,600
Meeting/Conference Assistant	900	900
Senior Science Writer	1,880	1,880
Science Writer/Editor	350	350
Graphics/Logistics	400	400
Graphics Designer	100	100
Publications Manager	200	200
Clerical/Meeting Support Staff	400	400

<b>GRAND TOTAL: DIRECT LABOR HOURS</b>	<b>9,710</b>	<b>9,710</b>
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- D. PROPOSAL INSTRUCTIONS:** Technical proposals should be no longer than 25 pages and must be submitted to the POC at the address specified above. Proposals shall be in hard copy with an original and four (4) copies of the technical proposal and an original and three (3) copies of the cost proposal. Offerors must also submit a signed task order form (last page of the RFTOP) with their proposal. Firms may submit proposals electronically via e-mail to [hawkinsd@nhlbi.nih.gov](mailto:hawkinsd@nhlbi.nih.gov) (with RFTOP # ?? and the Offeror's name in the subject line), or via facsimile. In both cases, Offerors must follow such proposal submissions with hard copies as specified above.

**Request for Clarifications.** All requests for RFTOP clarifications will be accepted by April 9, 2004, by 4:00 p.m. Requests for clarifications are to be submitted electronically to the Contract Specialist / Contracting Officer cited in Part I, paragraph A. above. Responses will be provided electronically to all Offerors by 4:00 p.m. April 19, 2004.

**Proposal Intent.** Upon review of the RFTOP, your intent to submit or not to submit a proposal is requested. Your intent may be furnished electronically to the Contract Specialist / Contracting Officer cited in Part I, paragraph A. above. YOUR EXPRESSION OF INTENT IS NOT BINDING BUT WILL GREATLY ASSIST US IN PLANNING FOR PROPOSAL EVALUATION.

- E. RESPONSE DUE DATE:** Proposals are due by 4:00 p.m., local time on April 30, 2004.

**F. EVALUATION FACTORS:**

Evaluation Factors will be weighted according to the percentages below:

**Prior Experience and Past Performance .....30%**

Contractor must demonstrate experience related to the work outlined in this task order. Contacts for no more than three, current, relevant projects demonstrating the contractors experience should be provided.

**Technical Approach..... 30%**

Contractors must demonstrate a thorough understanding of the task order requirements and experience with program development and outreach. This includes creative and innovative approaches, and the assignment of tasks to experienced personnel. The proposal will be evaluated according to the soundness, practicality, and feasibility of the detailed, written description. The proposal will be evaluated on the ability to demonstrate how various tasks can be carried out simultaneously, the likely sequence of events for any task and an understanding of the barriers that might arise. The offeror needs to identify back up systems that can be accessed, if needed.

**Staffing and Management .....30%**

The proposed plan will be evaluated on the basis of detailed outlines of staffing patterns and staff hours per deliverables, provision for quality control activities, appropriate sequencing of tasks by staff, and clear lines of responsibility within the contractors office and between the contractor and the project officer. The key personnel assigned to this

project will be qualified on the basis of resumes which reflect competence for specific tasks such as project director, conference management, graphics designer, science writer/editor and sample resumes of expert consultants in drug abuse policy, research and training. The proposal will be evaluated on the degree to which the proposed personnel and consultants are equal to the tasks of the project.

**Facility ..... 10%**

The proposed plan will be evaluated on the availability of adequate facilities to accomplish the tasks outlined in the scope of work. These include access to on-line computing capability, duplicating, word processing, graphics capability and production of audio-visual materials for on time completion of the tasks outlined.

**Cost**

Cost is not a weighed evaluation factor. A basic analysis of the proposed cost or price of the work will be performed to determine the relative merits of the Offeror's proposal and in selecting the offeror whose proposal is considered to offer the best value to the Government. The cost proposal shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts shipping, indirect costs and rate, fee, and profit.

**SECTION B  
SERVICES AND COSTS**

**Article B.1. BRIEF DESCRIPTION OF SERVICES**

Research Planning & Dissemination Services for the Office of Science Policy and Communication (OSPC) Office of the Director (OD), National Institute of Drug Abuse (NIDA).

**Article B.2. ESTIMATED COST AND FIXED FEE**

**[ TO BE COMPLETED UPON TASK ORDER AWARD ]**

**SECTION C  
DESCRIPTION / SPECIFICATIONS / WORK STATEMENT**

**Task Order Title:** Research Planning & Dissemination, NIDA OSPC/OD

**Article C.1. Statement of Work**

**BACKGROUND INFORMATION:**

The mission of the National Institute on Drug Abuse (NIDA) is to lead the nation in bringing the power of science to bear on drug abuse and addiction. This includes: (1) the strategic support and conduct of research across a broad range of disciplines and (2) ensuring the rapid and effective dissemination and use of the results of that research to significantly improve drug abuse and addiction prevention, treatment, and policy.

The Office of Science Policy and Communications (OSPC) is responsible for: assessing the impact of key policy issues to the field of drug abuse; advising the Director, NIDA on drug abuse and drug abuse research and policy issues; working with national organizations and other government entities to assess drug abuse research needs and communicate research findings to the field and to the public; and to promote the application of NIDA research.

The objective of this task order is to provide logistical and technical support to the Office of Science Policy and Communications (OSPC) and the Office of the Director, NIDA, to provide all necessary logistical support for scientific meetings and national conferences, to provide graphic, editorial, writing, and other services necessary for the development and dissemination of publications or public awareness products, to hire expert consultants, coordinate joint efforts with non-governmental entities which NIDA will collaborate, provide for exhibit services coordinated through the NIDA Exhibits Program, and to provide special packaging and mailing services.

**SERVICES TO BE PERFORMED:**

Independently, and not as an agent of the Government, the Contractor shall furnish all necessary labor, materials, supplies, equipment, services (except as otherwise specified herein) and perform the work set forth below.

All work under this contract shall be monitored by the Government Project Officer.

**Task 1: Planning and Management:**

The contractor shall develop, implement, and maintain a project management and planning process that includes a work plan for the requirements of the contract. The work plan should include the following:

- \$ Tasks to be accomplished
- \$ Methods and timeliness for achieving the task
- \$ Allocation of resources, costs, hours, personnel

**Task 2: Meetings Support:**

The Contractor shall organize and provide logistical support for approximately 4 meetings during the one-year base contract in collaboration with the NIDA Project Officer and the NIDA Program Official sponsoring the meeting (to be identified by the Project Officer). These meetings are intended to reach as broad an audience as possible; therefore, the total number of attendees may vary greatly. The meetings could range from 5 to 25 non-federal participants per meeting for up to 2 days with non-federal participants being eligible for honoraria and travel expenses.

It is expected that most of these meetings will be held within the D.C. metropolitan area at local hotels, or government office buildings, including the conference rooms on the National Institutes of Health campus and those in the Neuroscience Building in Rockville, Maryland. However, when it is in the government's best interest to hold a meeting outside the Washington, D.C. area, such locations will be reserved.

**Task 2a. Pre-Meeting Logistics**

The Contractor must work closely with the Project Officer and the NIDA Program Official sponsoring the meeting in the planning of the meeting. The Contractor, at a minimum, shall draft a confirmation letter setting forth the title, purpose, dates, and location of the meeting, as well as information on travel reimbursement and other logistics. Upon approval by the Project

Officer, the Contractor shall finalize the confirmation letter and mail it out to the designated addressees within approximately 30 days of the scheduled meeting. Also, upon the request of the Project Officer, the Contractor must provide an estimate of the cost to hold the meeting.

The Contractor shall finalize meeting materials as specified by the Project Officer including, but not limited to, the meeting agenda and participants list. The Contractor shall verify all participants' addresses, telephone numbers, organizational affiliations, and titles prior to finalizing the participants list and meeting agenda.

The Contractor shall make all necessary logistical arrangements in support of the meeting, such as reserving hotel rooms and meeting space, and arranging for audiovisual and tape recording/limited transcription of the sessions. The Contractor shall arrange for a continental breakfast, and afternoon and/or evening breaks for meeting participants and attendees and, when determined to be appropriate by the Project Officer, working lunches for meeting participants only. The Contractor also shall make hotel reservations for each non-federal meeting participant and arrange for the participant's coach-class airline tickets or other government-approved transportation, as outlined under Task 6.

The Contractor shall make arrangements for audiovisual support including, but not limited to, LCD projector, slide projector, microphones, etc., for all meetings. For large meetings, the Contractor shall work with Department-level security staff to ensure the security of high-level Department officials and others as deemed appropriate by the Project Officer.

The Contractor, within five working days of the meeting, shall prepare for the Project Officer an outline of all logistical support that has been arranged and prepared for the meeting. The Project Officer will discuss the listing with the NIDA Program Official to ensure that all arrangements being made are in accordance with his/her needs and requirements for a successful meeting.

Prior to the meeting, materials and logistics are subject to last minute changes as specified by the NIDA Project Officer, and the Contractor should be prepared for such a possibility.

#### **Task 2b. Meeting Materials**

For each meeting, the Contractor shall prepare a meeting announcement, which shall specify the meeting date, title, time, place and point of contact for further information. As specified by the Project Officer, the Contractor shall prepare and reproduce announcements, posters, tent cards, and other notification material, e.g. brochures, reminder postcards, thank you notes, etc. The Contractor shall prepare all documentation necessary for participants to receive continuing education credits as specified by the Project Officer. The Contractor shall be responsible for editing and formatting all meeting materials to ensure typographical and grammatical accuracy. Additionally, the Contractor shall be responsible for the presentation and packaging of the meeting materials, ensure that the NIDA logo is appropriately displayed on all meeting materials, and that the NIDA banners and place cards are properly and appropriately displayed.

The Contractor shall prepare a registration packet for each of the participants. A sample packet shall be submitted to the NIDA Project Officer for review and approval approximately 2 weeks prior to the meeting. This packet shall contain, at a minimum, a meeting agenda; participant list including addresses, telephone numbers, and organizational affiliations; name badge; table tent card; pen and writing pad. The Contractor shall have an extra supply of large

badges, agendas, and participant lists available for other attendees who wish to observe.

**Task 2c. Meeting Logistics**

The Contractor must provide at least one staff person on site for each meeting. As specified by the Project Officer, the Contractor may be required to provide a staff person to act as a note taker to record the proceedings of a meeting and arrange to transcribe the discussions. All transcriptions shall be delivered to the NIDA Project Officer within 10 working days following the meeting.

The Contractor shall, in coordination with hotel and other appropriate staff, confirm that all logistical equipment has been secured and is in proper working order and that all logistical arrangements have been made prior to the meeting's commencement.

**Task 2d. Reimbursements**

The Contractor shall reimburse all invited, non-federal/non-federally paid participants for their allowable expenses and honorarium (as specified) based on the following guidelines:

- a. Air-travel and train tickets - Equivalent to or less than a coach class round trip airfare. This item must be pre-paid by the contractor upon request by the participant.
- b. Travel by privately owned vehicle - Current Government rate per mile for privately owned vehicle and parking fees. Travel by private vehicle must be justified and less expensive than air fare.
- c. Rental car - Consultants are discouraged from using rental cars. The use of a rental car by a consultant must be approved in writing by the NIDA Contracting Officer prior to rental of car. Such approval will be made only when it is financially advantageous to the Government or in unusual circumstances such as physical handicaps.
- d. Per diem - Per diem shall be reimbursed in accordance with current Government travel regulations. Per diem is intended to cover meals and hotel/motel rates.
- e. Ground transportation - Limousine fares between home, office and airport; and hotel and return; taxi fares and parking fees.
- f. Honorarium - Honorarium may be paid at a rate of \$250 per day for each day of actual attendance at meeting.

The travel reimbursements and honoraria shall be paid within 30 days after the receipt of a request or invoice for those expenses. Additionally, an authorship honorarium of up to \$300 for non-federal participants may be paid for the development and writing of meeting materials or a meeting publication as requested. This honorarium and the amount to be paid to each non-federal participant must be approved by the NIDA Project Officer.

**Task 3: Publications and Editorial Review:**

As required by the NIDA Project Officer, the Contractor shall be responsible for the development of a variety of publications. A work plan shall be developed by the Contractor for all publications and approved by the NIDA Project Officer, in consultation with the NIDA Program Official. This work plan shall incorporate all aspects of publication development and include the completion date of a camera-ready copy within 6 months after the initial publication is planned and the concept is provided to the Contractor. All materials, documents, and publications shall conform to Government Printing Office, Department of Health and Human Services, National Institutes of Health and NIDA guidelines. NIDA will provide specific guidelines about the use of the NIDA logo. The Contractor is responsible for the grammatical and typographical accuracy of all materials and publications as required by the NIDA Project Officer and NIDA Program

Official. Contractor responsibility shall include, but not be limited to the tasks described below.

In Preparation of a Science Meeting

\$ The editing, revising, and formatting of papers from speakers and other non-federal participants as required by the NIDA Program Official.

\$ The creation, writing, development of, and graphics for a variety of meeting materials described under, but not limited to Task 2b.

Resulting from the Science Meeting:

\$ The graphic design, layout and artwork, and preparation of camera-ready copy of publications resulting from a NIDA science meeting including, but not limited to a NIDA monograph, research review, research report series, meeting summary, etc.

Other Publications:

\$ The creation, editing, revision, graphic design, layout and artwork, and preparation of camera-ready copy of a variety of drug abuse-related publications as specified by the NIDA Project Officer.

OSPC will require the services of a number of expert consultants with particular knowledge and experience in a variety of drug abuse and related areas to assist with the production of other drug abuse-related materials. The government reserves the right to recommend the use of various consultants for specific tasks, and shall have final approval for all consultants proposed by the Contractor.

The Contractor shall, as specified by the NIDA Project Officer, print approximately 1 publication per year as described above.

**Task 4: Conference Support:**

National events, trends, and new initiatives may dictate the need for larger gatherings of researchers, practitioners, state and national experts, and representatives of various organizations concerned with drug abuse to discuss and plan future initiatives in drug abuse or AIDS prevention/treatment practice and research. This conference task will provide for the planning, management, and logistical support for a two-day conference to be held in the Washington D.C. area. It is anticipated that it will be attended by up to 30 participants and up to 800 attendees. The contract shall provide support for up to 2 national conferences per year.

\$ In consultation with the Government Project Officer, the Contractor shall bring together researchers, practitioners, representatives of state and local governments, and representatives of scientific/professional/public organizations, as appropriate, to plan the agenda for the meeting. This meeting generally will not involve more than fifteen non-federal individuals, and generally will not last for more than one day.

\$ The Contractor shall arrange for appropriate announcements, programs, and dissemination of information about the conferences. A separate exhibit area will be provided for poster sessions and display of materials/products related to drug abuse.

\$ Two luncheons/dinners will be provided (with prior approval obtained by the Project Officer) for each conference. Registration fees will defray most of the cost of these meals.



\$ As requested by the Project Officer, the Contractor shall make arrangements for a welcoming reception at the beginning of the conference.

The Contractor shall provide assistance and logistical support for the planning, management, and implementation of the conference. The Contractor also may be requested to develop a conference proceedings document which summarizes the presentations.

**Specifically:**

- A. The Contractor shall meet with the Project Officer and designated staff to discuss option tasks, schedule, deliverables, reporting requirements, staffing considerations, proposed dates, and any other pertinent aspects of the option within one week after the conference option is exercised. The Contractor will be asked to specify key personnel, including a Conference Director who shall be available full- time for arranging the conference.
- B. The Contractor shall assist in the planning, convening, and support for a one-day planning meeting to be held in the Washington D.C. area. The Contractor shall, together with the Project Officer, make necessary logistic arrangements. The Contractor may be required to provide staff to take notes and develop/disseminate the minutes of the meeting. The Contractor shall make arrangements for breaks and working lunches as required for the planning meeting.
- C. The Contractor, subsequent to agreement on a date and agenda for the conference, and in consultation with the Project Officer, shall make suitable hotel arrangements (block space and sleeping rooms, food arrangements, audiovisual arrangements, etc.) and make travel arrangements for participants as required. The Contractor shall be expected to pay travel, per diem, and honoraria for up to 30 participants per meeting. Federal participants will not be paid.
- D. The Contractor shall develop suitable notification materials for the meeting (posters, tent cards, notices in publications, conference registration brochure, etc.). Upon request by the Project Officer, the Contractor shall develop an abstract book for distribution before the meeting. After approval by the Project Officer, the Contractor shall reproduce and distribute the abstract book.
- E. The Contractor, at the request of the Project Officer, shall contact speakers requesting their participation in the conference; obtain biographical data, as required, and confirm availability; provide information regarding honoraria, travel, and per diem; determine audio-visual needs; and answer questions about exhibits.
- F. The Contractor, as required by the Project Officer, shall provide technical assistance to speakers in the development of their presentation or exhibit as required.
- G. The Contractor shall provide a plan for logistical and operational support for the meeting. The plan shall include registration and a tracking system for speakers and registrants (identification, registration fees, link expense data and payments as appropriate, etc.), support at each meeting (AV, breaks, etc.), and post-meeting requirements (reimbursements, proceedings).
- H. The Contractor shall develop a registration packet for approval by the Project Officer.

Packet materials may include agenda, speaker/participant list, handouts, identification badge, continuing education forms, etc.

- I. The Contractor, if requested, shall prepare confirmation letters to speakers which state conference objectives, expected presentation style, and time allotted. Letters also shall detail room assignment and time, AV requirements, travel, reimbursement and honorarium guidelines.
- J. The Contractor shall make arrangements for Audio Taping conference sessions when requested.
- K. The Contractor shall provide adequate staff at the conference site to manage registration, operate AV and Audio Taping equipment, and provide assistance to the speakers as required. The Contractor shall make arrangements for two breaks per day and for luncheons/dinners upon request.
- L. The Contractor shall devise a system to track reimbursements and pay all necessary expenses and reimbursements within 30 days of receiving the bill/request.
- M. The Contractor shall, as requested by the Project Officer, prepare a draft of Conference Proceedings, consisting of abstracts of papers presented and important points of the conference or a 10-20 page summary of the meeting. If an abstract book is prepared, the abstracts shall be author-prepared and the Proceedings shall require minimum editing. The Project Officer and selected staff shall review the draft and provide comments. The final document, in camera-ready copy, shall incorporate these comments.

**Task 5: Collaborations and Dissemination Activities:**

The contractor must coordinate joint efforts with non-government entities in the drug abuse research and dissemination arena. These entities can range from organizations representing health care providers, educators, to criminal justice professions. The joint efforts will provide for approximately five (5) collaborations per year with professional organizations on diverse aspects of NIDA's research, e.g. broadening NIDA's public education efforts. Funds for these joint activities will be used to provide logistical support for workshops, including such activities as (1) program and materials development, (2) curriculum development, (3) coordination, (4) report generation, (5) printing costs, (6) mailing and dissemination, (7) meeting room rental, (8) travel, (9) per diem, (10) stipends, and (10) honoraria for participants. These funds will also support other joint collaborations such as (1) special analyses, (2) satellite broadcasts, (3) publications, (4) brochures, and other communication and dissemination-related tasks. Specifically,

- A. The Project Officer will assign separate Work Assignments for each joint effort or series of efforts. The Contractor must issue a purchase order, work order, consultant agreement or other appropriate contracting mechanism to the collaborating organization based on the NIDA issued Work Assignment. The Project Officer is authorized to initiate Work Assignments, not to exceed \$100,000 per Work Assignment, and to sign Work Assignments indicating satisfactory performance/delivery of the services/product required in each Work Assignment. The Contractor must obtain the Project Officer's written approval prior to commencing any Work Assignment. **NIDA will consider any Work Assignment which does not contain the signature approval of the Project Officer as invalid and costs incurred for such work are unallowable.** The Contractor must not exceed the estimated

labor hours, estimated Work Assignment amount, or change the Work Assignment leader without prior written approval of the Project Officer by modification of the Work Assignment. The Project Officer will establish the day-to-day operational and administrative details of the Work Assignment system with input from the contractor. The Work Assignment will at a minimum contain the following: 1) the name of the collaborating organization; 2) name of person responsible within the collaborating organization who will submit vouchers for reimbursement; 3) the total dollar amount of the Work Assignment; 4) a description of the effort; and 5) signature of the Project Officer.

- B. Contractor must receive written authorization from the Project Officer prior to release of funds under each Work Assignment.

**Task 6: Expert Consultants:**

OSPC shall require the services of a number of expert consultants, with knowledge and experience in a variety of drug abuse and related areas to provide input into the NIDA's policy planning process. The Government reserves the right to recommend the use of various consultants for specific tasks, and shall have final approval for all consultants proposed by the Contractor.

The Contractor shall provide travel, per diem, and honorarium expenses for each expert consultant identified as directed by the Project Officer. Prepaid airline tickets and prepaid hotel rooms shall be provided by the Contractor wherever possible to reduce out-of-pocket expenses for the consultants.

The Contractor shall provide logistical assistance to each identified consultant in making their travel and/or lodging accommodations.

**Task 7: Exhibit Support Services**

In collaboration with the NIDA Project officer and the NIDA Exhibits Program Manager, the contractor shall assist with providing for exhibit services for approximately 3 exhibits per year. The NIDA Exhibits Program Manager will provide necessary action steps required by the contractor in support of a NIDA exhibit. Services may include completing reservations for exhibit space, completing all necessary paperwork in the exhibit kit to order space, equipment, drayage, etc., completing purchase orders to procure space, and shipping exhibit materials.

**Task 8: Special Packaging/Mailings**

Before a special event or initiative launch, NIDA must collate and package a variety of materials to be mailed. The contractor shall perform this task, which includes duplicating, collating, stuffing folders and envelopes and packaging for mailing materials as requested by the Project Officer. Several special packages may include the need to reproduce and assemble briefing notebooks and/or spiral bound reports. It is anticipated that there will be 5 to 10 special mailings during the year. Each mailing will consist of preparing a few to 1,000 packages. The number of items in each mailing will range from one to 20. The project officer shall furnish mailing labels and envelopes. The Contractor shall complete mailings within 24 hours of receipt of materials and bring materials to NIDA to be mailed. Postage will be paid by the Government.

The contractor shall have available office space to store materials and publications so that the

Contractors can put together packages and mail materials as requested.

**Task 9. Monthly Reports**

The Contractor shall prepare and submit on a monthly basis, a report itemizing all services and/or products delivered, including specifics on consultant services used, dates, daily rates, etc. The invoice should clearly show the total amount of funds obligated to date of invoice and total amount of funds remaining in the current contract year. The Contractor may be asked to include a break-down of charges per task area. To avoid duplication a monthly report will not be required for the period when the Annual Report is due.

**Task 10. Annual Reports**

The Contractor shall prepare and submit on an annual basis, a report itemizing all services and/or products delivered, including specifics on consultant services used, dates, daily rates, etc. To avoid duplication an annual report will not be required for the period when the Final Report is due.

**Task 11. Final Report**

The contractor shall prepare and submit at the end of the contract period, a report summarizing accomplishments, problems encountered and resolutions. The report should also provide a detailed summary of activities performed throughout the contract period, e.g. total number of meetings held for a total cost of X dollars, total number of expert consultants and a cost X dollars, etc.

**SECTION D  
PACKAGING, MARKING AND SHIPPING**

*[ There are no articles applicable to this section ]*

**SECTION E  
INSPECTION AND ACCEPTANCE**

*[ There are no articles applicable to this section ]*

**SECTION F  
DELIVERIES AND PERFORMANCE**

**Article F.1. Period of Performance**

Performance of this Task Order shall begin on or about August 2004, and shall not extend beyond the estimated completion date of July 2006, unless the period of performance is extended by modification of the Task Order.

**Article F.2. Delivery Schedule**

The Contractor shall deliver the following item in accordance with the stated delivery schedule:

Item No.	Description	Quantity	Delivery Date	Point of Delivery
1.	Work Plan	1	15 calendar days after contract award	PO
2.	Publications / Editorial Review a. Science Writing 1. First Draft 2. Final Draft 3. Final Copy Hard Copy Word 2000 format b. Editing 1. First Draft 2. Final Draft c. Publications	1 1 2 1 1 1 TBD	TBD As Requested TBD TBD TBD TBD	PO PO PO PO PO PO PO/TBD
3.	Collaborations & Dissemination Efforts	TBD	TBD	PO/TBD
4.	Monthly Reports - Refer to Task 9 for specific detail to be provided	2	15 calendar days after end of each month	CO/PO
5.	Annual Report - Refer to Task 10 for specific detail to be provided	2	30 calendar days after end of each contract year	CO/PO

Item No.	Description	Quantity	Delivery Date	Point of Delivery
6.	Final Report - Refer to Task 11 for specific detail to be provided	3	30 calendar days after end of the contract	CO/PO
PO = Project Officer                      CO = Contracting Officer				

## SECTION G CONTRACT ADMINISTRATION DATA

### Article G.1. Project Officer

The following Project Officer(s) will represent the Government for the purpose of this contract:

**PROJECT OFFICER:**     *[ TO BE SPECIFIED UPON TASK ORDER AWARD ]*  
Office Science Policy and Communications (OSPC)  
National Institute of Drug Abuse (NIDA)  
Neuroscience Center, Room  
6001 Executive Boulevard  
Bethesda, MD 20852  
Telephone : (301)

The Project Officer is responsible for: (1) monitoring the Contractor's technical progress, including the surveillance and assessment of performance and recommending to the Contracting Officer changes in requirements; (2) interpreting the Statement of Work and any other technical performance requirements; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting in the resolution of technical problems encountered during performance.

The Alternate Project Officer is responsible for: (1) monitoring the Contractor's deliverables; (2) tracking and approving invoices submitted for payments; (3) other administration tasks as required.

The Contracting Officer is the only person with authority to act as agent of the Government under this contract. Only the Contracting Officer has authority to: (1) direct or negotiate any changes in the Statement of Work; (2) modify or extend the period of performance; (3) change the delivery schedule; (4) authorize reimbursement to the Contractor any costs incurred during the performance of this contract; or (5) otherwise change any terms and conditions of this contract.

The Government may unilaterally change its Project Officer designation.

#### **ARTICLE G.2. Key Personnel**

Pursuant to the Key Personnel clause incorporated in this contract, the following individual(s) is/are considered to be essential to the work being performed hereunder:

<b>Name</b>	<b>Title</b>
<i>[ TO BE DETERMINED UPON TASK ORDER AWARD ]</i>	

#### **ARTICLE G.3. Invoice Submission**

1. The Contractor must submit an original, separate, itemized invoice for each order for supplies or services.
2. Invoices shall not be submitted until goods have been received or services performed.
3. An invoice must be submitted for each partial payment requested.
4. The invoice shall be prepared in ink or typewritten as follows:
  - a. Paying office and address
  - b. Invoice Number
  - c. Date of Invoice
  - d. Contract Number
  - e. Period of Performance
  - f. Payee's name and address. Show the Contractor's name (as it appears in the contract), correct address, and the title and phone number of the responsible official to whom payment is to be sent. When an approved assignment has been made by the Contractor, or a different payee has been designated, then insert the name and address of the payee instead of the Contractor.
  - g. Description of goods or services, quantity, unit price, (where appropriate), and total amount.
  - h. Charges for freight or express shipments other than F.O.B. destination. (If shipped by freight or express and charges are more than \$25, attach prepaid bill.
5. **The Contractor shall submit an original invoice to the:**  
National Institutes of Health, Commercial Accounts, Room B1B32, 31 Center Drive, MSC 2045, Bethesda, Maryland 20892-2045.
6. **The Contractor shall submit one (1) copy of the invoice to the:**  
Contracting Officer, Procurement Section, COB, DEA, NHLBI, 6701 Rockledge Drive, Suite 6042, Bethesda, Maryland 20892-7902.

The Contracting Officer will submit the invoice to the Task Order Project Officer for their review. Upon receipt of the TPOs recommendation to approve / deny the payment of the invoice, the invoice will be forwarded the approval to the Office of Financial Management, Commercial Accounts.

7. Inquiries relating to payment may be made directly to: Commercial Accounts,

Telephone: (301) 496-6088.

8. All NIH contracts are expressed in United States dollars. Where expenditures are made in currency other than United States dollars, billings on the contract shall be expressed, and reimbursement by the United States Government shall be made, in that other currency at amounts coincident with actual costs incurred. Currency fluctuations may not be a basis of gain or loss to the Contractor. Notwithstanding the above, the total of all invoices paid under this contract may not exceed the United States dollars authorized.



Task Order # NICS-172

**TITLE:** Research Planning and Dissemination, NIDA, OSPC

**PART II - CONTRACTOR'S REPLY:** CONTRACT #263-01-D-0\_\_\_\_\_

Contractor:

Address:

Points of Contact:

Phone:

Fax:

**TOTAL ESTIMATED COST:** \_\_\_\_\_ **Pricing Method:** CPFF

**TOTAL ESTIMATED NUMBER OF HOURS:** \_\_\_\_\_

**PROPOSED COMPLETION DATE:** \_\_\_\_\_

**FOR THE CONTRACTOR:** \_\_\_\_\_  
Signature Date

**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

**Billing Reference #** \_\_\_\_\_

**Appropriations Data:** \_\_\_\_\_

**RECOMMENDED:** \_\_\_\_\_  
FAX # Signature - Project Officer Date

**APPROVED:** \_\_\_\_\_  
FAX # Signature - Contracting Officer Date

**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

**APPROVED:** \_\_\_\_\_  
Fax 301-435-6101 Signature - Anthony M. Revenis, J.D., NIH-PICS Coordinator Date